

Amherst		Chemistry	← Please Select Location/Department		Budget Year 2012 Commodities Order Form				Standard		Date: 9/19/2012			
PO Number:					Approved By: <i>Ken Sagon</i>		\$515.14							
PO must be approved before Order is placed					Electronic Signature required by Technical Manager Before Order is placed									
Select Dept -->	Drugs	Prepared By: Jim Hanchett		Date Ordered:						Initials		Date		
Select Vendor -->	New England Office Supply	Vendor Phone -->	Phone: 866-636-7872		Order Placed by:						Review			
Please Verify Contract Pricing and any Hazard fees that may apply										Invoice Information & Tracking				
LN	Catalogue Number	Basic Description	Package/ Unit Size	Price Per Unit	QTY	Hazard Fee	Shipping Fee	Total	Date Received	Initials	INV #	Inv. Date	R'vd Date	Amount
1	AAGSK2517	Desk Pad Blue 22"x17"	each	\$8.46	5			\$42.30				No. 1		
												Invoice #		
2	AAGPM128	Wall Calendar	each	\$5.60	5			\$28.00				No. 2		
												Invoice #		
3	AAGA1152	Visual Organizer 48"x32"	each	\$17.96	3			\$53.88				No. 3		
												Invoice #		
4	MMM810341296	Magic Office Tape 3/4"x36yds	each	\$2.18	12			\$26.16				No. 4		
												Invoice #		
5	BSN65775	File Folders 1/3 Cut Assorted 100/box	each	\$9.75	20			\$195.00				No. 5		
												Invoice #		
6	BSN15743	Rubber Bands 3 1/2 x 12" #33	each	\$4.15	2			\$8.30				No. 6		
												Invoice #		
7	WLJ38549B	3" D Ring Binders, Black	each	\$11.42	10			\$114.20				No. 7		
												Invoice #		
8	WLJ36334B	1.5" Ring Binders, Black	each	\$4.73	10			\$47.30				No. 8		
												Invoice #		
9								\$0.00				No. 9		
												Invoice #		
10								\$0.00				Credit Information & Tracking		
												Credit Date	R'vd Date	Amount
11								\$0.00				No. 1		
												Credit #		
12								\$0.00				No. 2		
												Credit #		
13								\$0.00				No. 3		
												Credit #		
14								\$0.00				No. 4		
												Credit #		
15								\$0.00				No. 5		
												Credit #		
Grand Total:								\$515.14						
Extra Notes:									← Indicates a Drop Down Menu (usually a cell) ← Indicates required fields to be filled out (usually text)					

Applied Biosystems	Admin	Amherst	Albert Elian
Bay State Computer Services	Biology	Danvers	Amy Barber
Bay State Envelope	Chemistry	Devens	Beth Goodspeed
CAM Office Services	CODIS	Jamaica Plain	Cathleen Morrison
Fisher Scientific	CSSS	Lakeville	Dr. Guy Vallaro
G. A. Blanco	DEMS	Maynard	John Cronin
Govt. Scientific	Evidence	N. Sudbury	John Drugan
Grainger	FIS	Springfield	Jeremy Miller
Horiba Jobin Yvon (Spex)		Sudbury	Katherine West
IKON			Ken Gagnon
JEOL			Kristen Sullivan
Lynn Peavey			Michelle Levasseur
Medline Industries			Sandra Riddell
New England Office Supply			Sharon Walsh
OfficeMax			Lt. Coleman
Porter Lee			Lt. Langton
Spex			Sgt. Matt Murphy
Stipps/Abacus			Dt. Lt. Ken Martin
Tri-Tech			Maj. Connolly
Thermo Electron			
VWR International			

Agilent	800-227-9770	Emergency
Applied Biosystems	800-327-3002	Standard
Bay State Envelope	508-337-8900	
CAM Office Services	781-932-9868	YES
Draeger	972-929-1100	
Fisher Scientific	800-766-7000	
G. A. Blanco	413-528-9500	
Govt. Scientific	800-248-8030	
Grainger	508-820-1500	
HiQ	617-951-4650	
Horiba Jobin Yvon (Spex)	913-764-0117	
Lancaster Packaging	978-562-0100	
Lindenmeyer Munroe	800-237-2737	
Lynn Peavey	800-255-6499	
Medline Industries	800-633-5463	
New England Office Supply	866-636-7872	
Qiagen	800-426-8157	
Sirchie	800-356-7311	
Stipps/Abacus	877-225-9900	
Transmed	978-649-1970	
Tri-Tech	800-438-7884	
VWR International	800-932-5000	
W. B. Mason	888-926-2766	